

Check Request Form

If it is necessary to request a check prior to event, or to be paid the night of the event, please submit this form and required information to the Activities Chair, who will obtain Board approval. This will be used for significant expenses such as catering, music, etc.

Upon approval from the Board, the Activities Chair will forward to the Treasurer and the check will be delivered to the Chairperson.

Name of Event and Chairperson: _____

Expense Accounting Report Form Disbursements Attached _____

Invoice/ Documentation Attached _____

Approved by Board Member:

Signature: _____

Date: _____